

NCPHA – Academic Participatory Based Research (APBR) Section
Leadership Meeting
May 13, 2019

Present on call: Stacie Saunders, co-chair, Cheryl Kovar, secretary-treasurer,

Meeting called to order at 9:15 AM by co-chair, Stacie Saunders

Treasurer's report: Account balance as of 4/15/18 is \$3335.77.

Discussion:

- Nancy Winterbauer has requested to step down as co-chair effective immediately
- Cheryl Kovar has agreed to move to co-chair position as the research affiliate as directed by the Section By-laws. She will serve a 2-year term (2019-2021) with her position being up for election at the annual business meeting at the 2021 NCPHA Fall Educational Conference.
- Stacie Saunders has agreed to remain the other co-chair (representing the practice affiliate as directed by the Section By-laws) with her term being up for election at the annual business meeting at the 2020 NCPHA Fall Educational Conference (FEC).
- This change in roles will require someone to be appointed to the Secretary-Treasurer position to replace Cheryl effective immediately.
- Discussion occurred on the upcoming Call for Abstracts for the 2019 FEC podium, poster and speed round presentations. Will need to review and revise 2018 call for any proposed changes.
- Stacie shared she will have a post-grad fellow who begins the first week of June 2019 to be able to assist with the overseeing of the sessions at the conference and any other help that may be deemed necessary by the leadership team.
- Cheryl volunteered to help that day too in the oversight of the presentations and will remain on the monthly conference calls with the Planning Committee for the FEC.

Action Items:

- Stacie will ask some potential candidates to see if they would be interested in accepting the Secretary-Treasurer position.
- Cheryl will share the 2018 FEC Call for Abstracts with Stacie and both will review for edits and Cheryl will get the final version to Kim Dittman for posting to the NCPHA website by early June 2019.
- Stacie will ask Nancy for the list of those who reviewed abstracts in 2018 and she will approach them to see if interested in doing so for 2019.

Next phone call is scheduled for 6/10/19 at 9A.

Meeting adjourned at 9:30AM.

Minutes respectfully submitted by Cheryl Kovar